

NATIONAL ENDOWMENT FOR THE HUMANITIES

**SAMPLE BUDGET FOR
PICTURING AMERICA SCHOOL COLLABORATION PROJECTS**

A. PARTICIPANT STIPENDS

2 two-day conferences and follow-up; 100 participants @ \$300 **\$30,000**

B. OPERATING COSTS

1. Salaries and Wages

a. Project Director @ 10% of \$60,000/year \$6,000

b. Professional Staff

1 curator @ \$500/day x 6 days \$3,000

Education coordinator @ 5% of \$55,000/year \$2,750

c. Secretarial/Administrative Support

Conference coordinator @ \$20/hr for 40 hrs/week x 3 weeks \$2,400

Secretary @ 15% of \$28,000/year x 3 months \$1,050

2. Fringe Benefits

20% of \$15,200 \$3,040

3. Supplies and Materials

Miscellaneous office supplies \$300

Materials (110 sets x \$20) \$2,200

Conference Publicity \$2,000

4. Services

Postage \$1,000

Telephone \$500

Duplicating \$1,000

Media Services (web resources, listservs, videography) \$2,400

5. Consultant Fees

Keynote speaker @ \$750 x 2 days \$1,500

3 guest faculty @ \$350/day x 4 days \$4,200

6. Professional Travel and Subsistence

Airfares for 2 @ \$600 x 2 \$2,400

Mileage for 2 @ \$50 x 2 \$200

Per diem for 4 x 4 days @ \$200 \$3,200

7. Total Operating Costs

\$39,140

C. INDIRECT COSTS:

Calculated on Total Operating Costs only (Item B.7): 12% of \$39,140 **\$4,697**

D. TOTAL PROJECT COSTS (add A, B, & C)

\$73,837